

**ATTENTION ALL NDE PORTAL USERS:**

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



**Fall Collection Due Date 10/31 (Next Wednesday)!**

Contact: NDE Helpdesk ([adviserhelp@nebraskacloud.org](mailto:adviserhelp@nebraskacloud.org))

The Fall Collection Due date is next Wednesday 10/31. Review all Verification Reports for Students and Staff with the Review timeframe of Fall. Resolve all errors if possible.

The approval process will be sent out closer to 10/31 in either a special bulletin or in an email to district administrators. The approval statement will include the Verification Reports with the review timeframe of Fall. The district administrator should NOT approve until the administrator and/or staff have reviewed the reports for accuracy.

Thank you for all your hard work this Fall with ADVISER. We hope things will continue to improve with this new process for your district and NDE.



**Membership Verification Report**

Contact: NDE Helpdesk ([adviserhelp@nebraskacloud.org](mailto:adviserhelp@nebraskacloud.org))

Review the Verification Report for Students under Membership and Attendance called Membership Roster to be sure the students included in that report should be included in membership. We have found that in the change from NSSRS to ADVISER some students were not exited if they exited before the first day of school and are showing as enrolled the first day of school. You also want to be sure all students that should be in membership are in this report. No errors does NOT mean the data are correct, reviewing reports like this is very important to data quality for your district.

If you find some students are included in the report that should be exited, you can exit them in the 2017-2018 Follow-Up Audit Window for NSSRS in Data Manager and remove them from ADVISER or you can exit them from ADVISER and be sure they get exited correctly.



**New Validation Errors**

Contact: NDE Helpdesk ([adviserhelp@nebraskacloud.org](mailto:adviserhelp@nebraskacloud.org))

NDE will be activating some ADVISER Validation errors this week that have not been running for 2018-2019 data previously (errors 495, 498, 500, 518, 523, 546, and 570). These could not be implemented before now due to

their connection to last year's NSSRS data. Review your ADVISER Validation Errors to look for any new errors reported at your district.

These errors deal with students that were reported in 2017-2018 NSSRS but have conflicting data in 2018-2019 ADVISER. If the student is not in 2018-2019 ADVISER for your district and should have been exited in 2017-2018, you can submit a School Enrollment with the appropriate exit information in the 2017-2018 Follow-Up Audit Window for NSSRS in Data Manager. If the issue is a SPED Exit, you can submit a Special Education Year-End template with the appropriate exit information. If you are working with SRS, be sure you tell them the data you need is for 2017-2018 NSSRS so they can prepare the appropriate template for you to submit.



### **ADVISER VALIDATION – NO ERRORS? Review Verification Reports**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

If you have no errors, that is not an indicator the data submitted to ADVISER is correct. Review the Verification Reports with Fall Review to ensure the data submitted to ADVISER is correct. If not, review where the error may be and work with the appropriate resources (SIS Vendor, SRS, SIS Consortium representative, etc.) to resolve the issue. Your district administrator may not be able to “approve” on October 31 if these reports have not been reviewed and approved by district staff. **Audit window close date: October 31.**



### **2018 Cohort Data Review**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

The 2018 4 year cohort data was due October 15. Please review the data in the NSSRS Validation under the System Lookups. Change the Year in the upper left-hand corner for 2018-06-30. Under System Lookups select Graduation Cohort Analysis Tool. Choose district or school, if you only have one high school, these should be the same, select 2018 and then Click on Submit.

Look for UR – Unresolved Issues and get those resolved. Click on the number by Current Graduation Cohort (4) and then you can review the cohort by subgroup, clicking on the numbers to get a list of those students included in that subgroup. When you get that list, check for Enroll Info, is that column is expanded, you may have students that have shown up in other districts and can maybe be removed from your cohort.



### **ADVISER – Early Childhood Program – Audit Window Close Date: October 31**

Contact: Tammi Hicken (402-471-3184 or [tammi.hicken@nebraska.gov](mailto:tammi.hicken@nebraska.gov))

All public school districts that complete the Early Childhood Program for their prekindergarten students need to make sure they identify their Head Start Students using the Programs Name field.

- **Public Preschool** - NDE Approved Early Childhood Education Program, not Head Start.
- **Early Head Start** - This code should only be used in districts that are a Head Start grantee, a Head Start delegate or have a partnership with a Head Start agency and serve Head Start children in a collaborative classroom.



### **The following collections are currently open in the Consolidated Data Collection (CDC)**

Contact: NDE Helpdesk (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

Please refer to the CDC Calendar which is located on the NSSRS Resources page at <https://www.education.ne.gov/nssrs/Resources.html#Calendar> and also review the instructions available in each of the CDC collections for further details about each collection.

**Assessed Valuation and Levies – Audit Window Close Date: October 31**

Assessed Valuation and levies. Distance between high school attendance centers.

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Elementary Site Allowance – Audit Window Close Date: October 31**

Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village.

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Estimated Expenditure for LEP/Poverty – Audit Window Close Date: October 31**

Each school district shall designate a maximum Poverty and Limited English Proficiency Allowance. The collection was previously completed in GMS and was named “LEP and Poverty Plan.”

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Human Resources Director Contacts – Due Date: June 15 (Audit Window Close Date: June 30, 2019)**

**Open all year**

The Department of Education developed the HR Director Contact(s) to collect name and email address for coorespondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.

*Collection completed by Public*

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

**Non-Certificated Staff – Audit Window Close Date: October 31**

Report of Non-Certificated Staff.

*Collection completed by Public, State Operated and ESU's*

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

**Nonpublic Dropouts – Audit Window Close Date: October 31**

Collects Nonpublic dropout data.

*Collection completed by Nonpublic*

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

**Nonpublic Membership Report – Audit Window Close Date: October 31**

Collects membership data from Nonpublic Systems.

*Collection completed by Nonpublic*

For more information, contact NDE Helpdesk – (Helpdesk Request from the NDE Portal or [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org))

**PK Instructional Program Hours/K Program – Audit Window Close Date: October 31**

Instructional program hours including kindergarten program type.

*Collection completed by Public*

For more information, contact Tammi Hicken – [tammi.hicken@nebraska.gov](mailto:tammi.hicken@nebraska.gov) (402) 471-3184

**School Age Final Financial Report (FFR) – Due Date: October 31**

School District's/ESU's claim reimbursement for SPED School age expenditures.

*Collection completed by Public and ESU's*

For more information, contact Lori Adams – [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov) (402) 471-2637

**Student Growth Adjustment – Audit Window Close Date: October 31**

Districts applying for the student growth adjustment. Districts must estimate their 2018/19 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2017/18 fall membership and 2018/19 estimated average daily membership.

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Substitute Teachers – Due Date: June 15 (Audit Window Close Date: June 30, 2019)**

Report all substitute teachers. **Open all year**

*Collection completed by Public, Nonpublic, State Operated, ESU's and Interim*

For more information, contact Kevin Peters – [kevin.peters@nebraska.gov](mailto:kevin.peters@nebraska.gov) (402) 471-0738

**Summer School Student Unit – Audit Window Close Date: October 31**

Number of students by grade who attend summer school: 1) attending remedial Math or Reading, 2) students eligible for free lunch or free milk qualified for free lunches or free milk and attended a school that uses information collected from parents and guardians to determine such qualifications or attended (or is registered to attend for early childhood) at a school that provides free meals to all students pursuant to the community eligibility provision.

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323

**Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent**

**Due Date: December 5 (Audit Window Close Date: January 5, 2019)**

The purpose of this annual caseload count is to provide the State Educational Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local educational agencies.

*Collection completed by Public*

For more information, contact Pat Frost – [pat.frost@nebraska.gov](mailto:pat.frost@nebraska.gov) (402) 471-2478

**Two-Year New School Adjustment Application – Audit Window Close Date: October 31**

Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.

*Collection completed by Public*

For more information, contact Jen Utemark – [jen.utemark@nebraska.gov](mailto:jen.utemark@nebraska.gov) (402) 471-3323



**Teacher Vacancy Survey – 2018-2019 – NDE Portal Collection**

**DUE DATE: November 10**

Contact: Karen Buller (402-471-4837 or [karen.buller@nebraska.gov](mailto:karen.buller@nebraska.gov))

The annual Teacher Vacancy Survey collects statewide teacher vacancy information that is used to determine teacher shortage areas. This information is used to qualify content areas eligible for a number of state and federal teacher loan forgiveness opportunities and to inform research regarding teacher supply and shortage initiatives. Public districts, Nonpublic systems and Educational Service Units will find the **Teacher Vacancy Survey – 2018-2019** in the **ONLINE** list on the NDE Portal under the **Data Collections Tab**. An activation code is required. Check with your District Administrator to acquire the code. **Audit window close date: December 10**  
**Collection to be completed by Public, Nonpublic, ESU**



### **WAIVER FOR EVERY STUDENT SUCCEEDS ACT (ESSA) REPORTING REQUIREMENTS**

Contact Diane Stuehmer ([diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov) or 402-471-1740)

Nebraska will be requesting a one-time waiver for reporting requirements included in the Elementary and Secondary Education Act (ESEA), reauthorized as the Every Student Succeeds Act (ACT), § 1111(h)(1)(C)(ix), and § 2104(a)(4). A one-time waiver is being requested for data years 2017-18 and 2018-19 for the following elements:

- Inexperienced Teacher, Principal, and Other School Leaders,
- Out-of-Field Teachers, and
- Ineffective Teachers

The Nebraska Department of Education (NDE) has been working diligently to determine how to best represent these data elements on the annual ESSA Report card. NDE wants to be sure data is presented in a way that most accurately represents Nebraska public school districts to parents and Nebraska citizens. The data reporting challenges are rooted in the fact that the NDE does not collect experience data for each educator by position, but simply for the educator. This confounds the ability to accurately report, for example, experience for teachers who later become principals and/or other school leaders. The NDE is still working through the nuances of reporting out-of-field teachers, taking into account unique circumstances such as:

- Co-teachers,
- Classroom facilitators,
- Multiple special education teachers, and
- If teachers would be determined out-of-field per course, or per student in a course.

If the requested waiver is granted, the NDE timeline and plan for moving forward is to finalize revisions to the data collections relating to the professional qualifications of teachers throughout the remaining months of 2018. New data elements will be introduced to assist in more accurately reporting educator qualifications during 2019-20 data collections.

Comments are not required, but encouraged, and should be submitted via email to [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov) by **5:00 p.m. on Thursday, October 25, 2018**.



### **Rule 10 and Rule 14 – Assurance Statement – Due Date: November 1**

Contact: [nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov) or 402-471-2444

All accredited (Rule 10) and approved (Rule 14) school systems are required to complete an Assurance Statement annually. The Assurance Statement must be completed to reflect compliance or indicate areas of noncompliance as your school system starts the 2018-2019 school year.

The Assurance Statement for public school districts is web-based and has been made available on the NDE Portal under the “Data Collections” tab. An activation code is required to add the collection to the NDE Portal account. Please review the FAQ and instruction documents regarding completion of the web-based Assurance Statement through the Portal for public school districts.

Please note the following two public school changes to protocols in the Accountability, Accreditation, and Program Approval Office:

1. In the online Assurance Statement, public school district administrators will be asked to check “Yes” or “No” for each Rule 10 item in the statement, indicating compliance or non-compliance. This is different from years past when a single checkmark indicated compliance with all items in the statement.
2. In the past, public school district superintendents have received a Fall Mailing packet from the NDE Accreditation Office which has included a copy of Rule 10 and supporting documents. This year, superintendents were sent a letter and an email, both of which included links to the NDE website, where Rule 10 and supporting documents can be found. If you have difficulties accessing the documents on the NDE website, please contact the Accreditation Office at [nde.accreditation@nebraska.gov](mailto:nde.accreditation@nebraska.gov) to request that printed documents be mailed to you.

All nonpublic (Rule 10 and Rule 14) school systems have received a Fall Mailing packet from the NDE Accreditation Office which includes the paper copy of the Assurance Statement to be completed and submitted to the Accreditation Office.



### **2018-19 ESSA Consolidated Application**

Contact the NDE ESSA Consultant for your District/ESU

The 2018-19 ESSA Consolidated Application became available on **October 4, 2018** and will be **due Thursday, November 15**. Grants included in the application:

- Title I-A: Educationally Disadvantaged
- Title I-D: Neglected/Delinquent
- Title II-A: Supporting Effective Instruction
- Title III-A: English Language Acquisition (English Learners & Immigrant Education)
- Title IV-A: Student Support and Academic Enrichment

### **2018-19 NDE ESSA Reviewer Assignments**

ESU & Districts Associated with the ESU	NDE Reviewer Name	Phone	Email
1	Karen Hardin	402-471-2968	<a href="mailto:Karen.Hardin@nebraska.gov">Karen.Hardin@nebraska.gov</a>
2	Pat Frost	402-471-2478	<a href="mailto:Pat.Frost@nebraska.gov">Pat.Frost@nebraska.gov</a>
3	Kirk Russell	402-471-2741	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>
4	Terri Schuster	402-471-4694	<a href="mailto:Terri.Schuster@nebraska.gov">Terri.Schuster@nebraska.gov</a>
5	Pat Frost	402-471-2478	<a href="mailto:Pat.Frost@nebraska.gov">Pat.Frost@nebraska.gov</a>
6	Karen Hardin	402-471-2968	<a href="mailto:Karen.Hardin@nebraska.gov">Karen.Hardin@nebraska.gov</a>
7	Pat Frost	402-471-2478	<a href="mailto:Pat.Frost@nebraska.gov">Pat.Frost@nebraska.gov</a>
8	Kirk Russell	402-471-2741	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>
9	Cathy Mohnike	402-471-1419	<a href="mailto:Cathy.Mohnike@nebraska.gov">Cathy.Mohnike@nebraska.gov</a>
10	Cathy Mohnike	402-471-1419	<a href="mailto:Cathy.Mohnike@nebraska.gov">Cathy.Mohnike@nebraska.gov</a>
11	Jan Handa	402-471-0876	<a href="mailto:Jan.Handa@nebraska.gov">Jan.Handa@nebraska.gov</a>
13	Tim Vanderheiden	402-471-1749	<a href="mailto:Timothy.Vanderheiden@nebraska.gov">Timothy.Vanderheiden@nebraska.gov</a>
15	Tim Vanderheiden	402-471-1749	<a href="mailto:Timothy.Vanderheiden@nebraska.gov">Timothy.Vanderheiden@nebraska.gov</a>
16	Cathy Mohnike	402-471-1419	<a href="mailto:Cathy.Mohnike@nebraska.gov">Cathy.Mohnike@nebraska.gov</a>
17	Tim Vanderheiden	402-471-1749	<a href="mailto:Timothy.Vanderheiden@nebraska.gov">Timothy.Vanderheiden@nebraska.gov</a>
18	Beth Wooster	402-471-2452	<a href="mailto:Beth.Wooster@nebraska.gov">Beth.Wooster@nebraska.gov</a>
19	Beth Wooster	402-471-2452	<a href="mailto:Beth.Wooster@nebraska.gov">Beth.Wooster@nebraska.gov</a>





### **Clarification regarding GMS SPED IDEA Staff Retrieval and SPED Federal and State**

#### **Reimbursement:**

Contact: Lori Adams – Finance & Organizational Services (402-471-2637 or [lori.adams@nebraska.gov](mailto:lori.adams@nebraska.gov))  
OR Suzie Pierce – Special Education (402-471-4333 or [suzie.pierce@nebraska.gov](mailto:suzie.pierce@nebraska.gov))

For 2018-19 GMS IDEA Grants, the district Verified Staff list will not be available until **after October 31**. Verified Staff information will only display with the appropriate SPED SPI codes from NDE Staff Reporting System as identified below. When using federal funds, appropriate Time and Effort documentation must also support the NDE Staff Reporting System SPI codes “I” (**IDEA-federal**) and “7” (**federal/local**).

For 2018-19 Staff Reporting, GMS, and State and Federal Reimbursement, districts will need to use the Specific Position Indicator (SPI) as follows:

- GMS IDEA 4406 (**federal**) – all SPED staff are to be reported with SPI “7” – birth to age five
- GMS IDEA 4404/4410/4411/4412 (**federal**) - all SPED staff serving school age students are to be reported with SPI “I” and SPED staff serving below age five students are to be reported with SPI “7”
- For SPED Final Financial reports (**federal/state/local**) - all SPED staff serving school age students are to be reported using the SPI “I” (**IDEA-federal**) and/or SPI “S” (**state**), and SPED staff serving below age five students are to be reported using SPI of “7” (**federal/local**).



### **Support Services (Flexible Funding Option)**

#### **APPLICATION DUE DATE EXTENDED: November 16**

Contact: Pete Biaggio (402 471-4308 or [pete.biaggio@nebraska.gov](mailto:pete.biaggio@nebraska.gov))

Support Services (Flexible Funding Option) projects provide the use of special education funding for the “preventative” support services targeting “students not identified or verified as having a disability... but who demonstrate a need for specially designed assistance in order to benefit from the school’s general education curriculum.”

Support Services -Flex Funding information and applications are now available in the Grants Management System (GMS). [NDE GMS Login](#)



### **Check the CDC Substitute Teacher Collection to Ensure Certificated Substitutes**

Contact: Brad Conner (402 471-4355 or [brad.conner@nebraska.gov](mailto:brad.conner@nebraska.gov))

The Substitute Teacher collection is located in the Consolidated Data Collection in the NDE Portal under Data Collections tab. The data from 2017-2018 is preloaded for 2018-2019. Review the substitutes for 2018-2019 and if any are listed with NOT FOUND, this means there is a certificate issue (i.e. certificate expired, or wrong staff ID reported, etc.). If you intend to employ substitutes with NOT FOUND listed by their names, work with them to get their certificates updated BEFORE you use them for 2018-2019. As you utilize new substitutes, NDE encourages you to add them to the CDC collection right away, if possible BEFORE you use them, to ensure they have an appropriate certificate and do not show up with the NOT FOUND Cert Status.



### **Time & Effort Logs for Federal Grants (ESSA, IDEA, & CTE)**

Contact: Shane Rhian (402-471-4313 or [shane.rhian@nebraska.gov](mailto:shane.rhian@nebraska.gov))

All staff paid with Federal grants through NDE must complete an acceptable time and effort log to adequately document the allocation of their salaries and benefits to that grant. NDE Grants Management Staff will be requesting copies of time and effort logs when reviewing final reimbursement request for 2017-18 grants in the Grants Management System. Please refer to the NDE State and Federal Grants Management Guidance (beginning on page 41) and sample logs at the following link:  
<https://www.education.ne.gov/federalprograms/time-and-effort-reporting/>.



### **HOW TO CONTACT THE NDE HELPDESK**

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we move to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question.  
Click Submit.
2. Send an email to: [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) (NOTE: This is a NEW email address)  
Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.**  
Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org) are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

### **NDE Bulletins: Past and Present:**

Current and past NDE Bulletins can be found at <http://www.education.ne.gov/ndebulletins/index.html>. We will also continue to send the bulletin out via e-mail.

***Denise Schuyler***

*Data, Research, and Evaluation - NDE IT Helpdesk Specialist*



Helpdesk: 888-285-0556 – [ADVISERHelp@nebraskacloud.org](mailto:ADVISERHelp@nebraskacloud.org)

Email: [denise.schuyler@nebraska.gov](mailto:denise.schuyler@nebraska.gov)